

## MINUTES

## DD/S STAFF MEETING

25 July 1972



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2. Information Science Training - Mr. Coffey

a. Decisions have been made in the Agency, regarding Information Science Training, since DIA backed out of its Information Science Center role. Mr. Colby expressed a strong desire that the Agency, for its own improvement, expand into Information Science Training. Mr. Coffey introduced [redacted] who has worked for several months on the transfer of the Information Science Center from DIS to the Agency.

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b. [redacted] passed out a handout to each attendee which covered the substance of his remarks. [redacted] noted that Agency sponsored students to the DIS run Information Science Center have given "highly favorable critiques" of their ISC experience. He said, "CIA is basically an Information Handling organization." Therefore, Agency personnel should be aware on a broad base of the new knowledge and methodology of information handling to be gained through exposure to Information Science. In FY 73 three core courses would be offered for inter-agency enrollment. Courses ranging from one to five days would

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be worked in as part of regular Agency courses (e.g. the Midcareer Course (3 to 5 days), Senior Seminar (3 to 5 days), etc.). The Information Science courses will be unique in that they are to be presented in intelligence contexts. No IS courses like the ones to be offered in the IS Training Program (i.e., geared to intelligence problems) are available outside the Agency. During FY 1974, OTR hopes to bring the Information Science Training onto Agency premises for exclusive or near-exclusive Agency use. Besides problems of space, funding and staffing for FY 1974, major problems face OTR in getting components to communicate their requirements for Information Science Training. "So many people do not know what Information Science is all about," said [redacted]

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c. Mr. Coffey asked [redacted] to spread the word on Information Science Training in the DDS&T and DDI respectively.

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3. Support Directorate Security Violations for June 1972 -- Mr. Coffey.

Two Offices shared in the four Support Directorate security violations in June 1972. OL had three. OMS had one.

4. Headquarters Parking - Car Pool Questionnaire - [redacted]

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The questionnaire (handout) given each Office Director is similar to questionnaires sent Agency-wide. The questionnaire is part of an OL effort to improve parking conditions at Headquarters. It has been suggested that as an incentive for more car pools to be formed, a reserved parking space be given to a car pool made up of three or more people. The questionnaire is a means of measuring employee interest. [redacted] asked the Office Directors to have the totals (total yes and no for each of the three questions) in to him by noon Monday, 31 July 1972.

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5. Around the Table

[redacted] said that OC has been given the job of automating cable dissemination. This automation of cable dissemination goes beyond the Cable Sec to include all cables (e.g., the SI cable dissemination done by CRS). This decision came after about six

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months of study. Mr. Coffey noted that the DD/I has been enjoined to work hard on information storage and retrieval systems. The OC and CRS systems are interrelated efforts. OC will be building, in part, on the CRS/MAD efforts. The ultimate Agency automated cable dissemination system will have been built on the ideas of both the Support and Intelligence Directorates. In response to Mr. Fisher's question, Mr. Wattles said, "it would be about 18 months before (the system would be) coming on air."

Mr. Cunningham noted that OTR had reduced its record holdings from 10,202 cubic feet at the end of FY 1971 to 8,833 cubic feet at the end of FY 1972. This represents a 13.4 per cent reduction in record holdings. During FY 1972, 2,388 guest speakers (including many repeaters) spoke to 141 runnings of 36 OTR sponsored courses. This Thursday and Friday, PFIAB representatives will be visiting [redacted] 25X1A  
A mini-catalogue of OTR courses is ready to go to field stations. The age and grade level of the next running of the Midcareer Course are down. Average age will be under 38. Average grade will be GS-13. The people attending will have an average of 12-13 years of Agency experience.

25X1A [redacted] announced that copies (several to each Office) of the Director's State of the Agency Address should be sent out within a week. A film of the Director's Address will be shown on 2 - 4 August at noon in the Headquarters Auditorium. Mr. Coffey 25X1A asked [redacted] to check if NPIC would like to show the film. Other possible showings of the film might take place in Rosslyn and Chamber of Commerce Building.

Mr. Fisher noted that new space for the Credit Union has been worked out with OL.

25X1A [redacted] announced that we have been asked by the IC for some help in its answering Section I of the Annual Management Report required by OMB Circular A-44 (revised). If the Office Heads have any suggestions, they might mention them at the Executive Session following next week's regular Staff Meeting.

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[ ] said that guidance, with respect to the list of key documents for Archival retention requested to be submitted as part of the Agency Annual Report, should be forthcoming in the next month or two.

cc: Each attendee